



**City  
of  
Boulder  
Sales/Use Tax Division**

Date: \_\_\_\_\_  
Sub Name: \_\_\_\_\_  
Sub Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Re: General Contractor: \_\_\_\_\_  
Project: \_\_\_\_\_

Dear Subcontractor:

The City of Boulder is auditing the above-mentioned contractor. For audit purposes, the City of Boulder is requesting the following information:

- A. Did your company pull a building permit as a subcontractor for this project?  
No \_\_\_\_\_ Yes \_\_\_\_\_ Permit # \_\_\_\_\_
- B. What type of service or material was provided under your subcontract?  
\_\_\_\_\_
- C. What was your total contract amount for the above project? \$ \_\_\_\_\_
- D. Was any part of your contract subcontracted to others? No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, please attach a list of subcontractors, including name, address, phone and total contract amount.
- E. Price paid for equipment rented by your company to perform the above contract.  
\$ \_\_\_\_\_ (If sales tax was paid on invoices, please provide copies)
- F. Was any construction equipment owned by your company and costing at least \$3,000 used to perform the above contract? No \_\_\_\_\_ Yes \_\_\_\_\_. If yes, please send copies of the purchase invoice(s) for the equipment and continue to G. If no, skip to H.
- G. If yes to F, send list of equipment indicating the total number of days that each piece of equipment was located in Boulder for this construction project or write this information on reverse of this page and check here: \_\_\_\_\_.

Subcontractor Affidavit

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- H. What was total cost (excluding any sales tax paid) of all construction materials used by your company for this project? (If you are a manufacturer/fabricator, fabrication labor must be included in the total cost of the materials).  
\$ \_\_\_\_\_
- I. What was the cost or manufactured total price of fixtures or equipment\* (other than construction materials in H. above) used or sold by your company for this project? (If you are a manufacturer/fabricator, fabrication labor must be included in the total cost of the materials). \$ \_\_\_\_\_  
\*(Examples of fixtures and equipment that are not building materials are: appliances, carpeting, window coverings, fencing, specialty equipment, nursery stock, landscaping materials, furniture and décor items, art & sculptures, made to order manufacturing equipment, fencing and any other similar items that can be removed without substantial damage to the building structure).
- J. Amount of Boulder Sales Tax paid to vendors on the above materials.  
\$ \_\_\_\_\_ (If Boulder tax was paid on invoices, please provide copies)
- K. Amount of Boulder Use Tax reported, for materials in H. above, to the City of Boulder on your company's Use Tax Return. \$ \_\_\_\_\_  
Boulder License No. \_\_\_\_\_

I CERTIFY, UNDER PENALTY OF PERJURY, THAT THE ABOVE AMOUNTS ARE ACCURATE:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ Phone No. \_\_\_\_\_